

**GENETIC COUNSELORS LICENSING BOARD**  
**Division of Occupational and Professional Licenses**  
P.O. Box 83720  
Boise, ID 83720-0063

**Minutes of 2/2/2022**

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**BOARD MEMBERS PRESENT:** Heather Hussey-Johnson - Chair  
Mary Conway  
Thomas M Beck, M.D.  
Jack Zarybnisky, O.D.

**DIVISION STAFF:** Anne Lawler, Bureau Chief  
Kent Absec, Licensing Program Manager  
John Price, Investigative Unit Program Manager  
Nicholas Krema, General Counsel  
Cesley Metcalfe, Board Support Supervisor  
Christian Runnalls, Board Support Specialist  
Bonnie Dodson, Board Support Specialist  
Allegra Earl, Licensing Supervisor  
Candace Villarreal, Licensing Specialist

The meeting was called to order at 10:00 AM MST by Heather Hussey-Johnson.

**INTRODUCTIONS**

Ms. Lawler introduced the following individuals to the board: herself as the Board's Executive Officer and the Bureau Chief for the Occupational Licenses Bureau within the Division; Candace Villarreal as the Licensing Specialist for the board; Cesley Metcalfe as the Board Support Supervisor; Christian Runnalls and Bonnie Dodson as Board Support Specialists; Kent Absec as the Licensing Program Manager; John Price as the Investigative Unit Manager; and Nicholas Krema as General Counsel for the Board.

**APPROVAL OF MINUTES**

Dr. Beck made a motion to approve the minutes of 10/13/2020 and 2/18/2021. It was seconded by Dr. Zarybnisky. Motion carried.

**LAWS AND RULES**

Ms. Lawler presented a legislative update. She explained the history and purpose of Zero-Based Regulation (ZBR) and informed the Board that it is tentatively scheduled

to perform its rule chapter review in 2024. All regulatory boards will go through a sunset review of their statutes, but a schedule has not yet been provided.

## **DIVISION UPDATES**

Ms. Lawler presented the organizational charts of the Division's staff structure to the Board. She also stated that the Division should be moving to its permanent building by July. Ms. Lawler explained that a financial report was unavailable due to issues created by the consolidation of multiple financial systems within the Division.

## **DIVISION BUSINESS**

### **BOARD MEMBER TRAINING**

Ms. Lawler presented board member training that explained the expectations, duties, and responsibilities of Board members and Division staff.

### **BOARD ELECTIONS**

Dr. Zarybnisky made a motion to re elect Ms. Hussey-Johnson as the Board chair. It was seconded by Ms. Conway. Motion Carried.

### **BOARD BUSINESS**

### **APPLICATION APPROVAL PROCESS**

Ms. Lawler discussed Board governance versus board operations in relation to documents for Board review. She stated that the goal is to have the Board govern and the Division staff manage the administrative work for licensing. Mr. Absec explained the processes in place for oversight and quality control when approving applications.

Dr. Zarybnisky made a motion to delegate approval of applications with minor criminal offenses to Division staff. It was seconded by Dr. Beck. Motion carried.

### **CONTINUING EDUCATION AUDIT APPROVAL PROCESS**

The Board discussed its current approval process for continuing education (CE) audits.

Dr. Zarybnisky made a motion to delegate approval of CE audits to Division staff. It was seconded by Ms. Conway. Motion carried.

Dr. Beck left the meeting at 11:23 AM MST.

## **CORRESPONDENCE**

The Board reviewed a letter from the Idaho State Board of Pharmacy explaining an update to the law that allows health care professionals to prescribe and administer opioid antagonists to “any person or entity.”

## **QUARTERLY MEETING DATES**

The Board set its quarterly meeting dates for 2022.

May 26, 2022 at 10:00 AM MDT

September 7, 2022 at 10:00 AM MDT

December 6, 2022 at 10:00 AM MST

## **ADJOURNMENT**

Ms. Hussey-Johnson adjourned the meeting at 11:29 AM MST.

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**Heather Hussey-Johnson, Chair**